

NPD-3 PERSONNEL REQUISITION (Complete Section 1,2, 3, and 4 or 5)
REQUESTING:

1. RECRUITMENT ☐ ELIGIBLE LIST ☐ CALL WHEN READY ☐ SEND INTER-OFFICE MAIL ☐ WILL PICK UP ☐
 Requester: _____ Title: _____ Phone #: _____ Date: _____

AGENCY/POSITION INFORMATION:

2.

CLASS CODE #	BUDGETED CLASS & OPTION	GRADE	CLASS CODE #	REQUESTED CLASS & OPTION <input type="checkbox"/> Same as budgeted class. If not, fill in below.	GRADE
EL OR LPC DESIGNATION IN CLASS PLAN:			LOCATION OF VACANCY:		
YES <input type="checkbox"/> NO <input type="checkbox"/>					
DEPARTMENT	DIVISION	BUDGET #	POSITION CONTROL #	TYPE OF POSITION <input type="checkbox"/> PERMANENT <input type="checkbox"/> OTHER (specify) _____	TIME BASE <input type="checkbox"/> FULL TIME (40 hrs.) <input type="checkbox"/> OTHER (specify) _____

OTHER CONDITIONS:

3.

<input type="checkbox"/> Additional Criteria. Approval Attached.	Recruitment Length
<input type="checkbox"/> Licensure Requirement _____	2 weeks <input type="checkbox"/>
<input type="checkbox"/> Background/Fingerprint/Drug Test _____	UFN <input type="checkbox"/>
<input type="checkbox"/> _____% Travel Required _____	Other _____ <input type="checkbox"/>

TYPE OF RECRUITMENT OR ELIGIBLE LIST REQUESTED:

4.

<u>STANDARD:</u>	
Divisional Promotional <input type="checkbox"/>	Departmental Promotional (EL & LPC Classes Only) <input type="checkbox"/>
Divisional/Departmental Promotional <input type="checkbox"/>	Statewide Promotional (EL & LPC Classes Only) <input type="checkbox"/>
Divisional/Departmental/Statewide Promotional <input type="checkbox"/>	Open Competitive (EL & LPC Classes Only) <input type="checkbox"/>
Divisional/Departmental/Statewide Promotional/Open Competitive <input type="checkbox"/>	

- OR -

5. NON-STANDARD: For classes not having EL or LPC designation. Appointing authority must certify below.

Departmental Promotional ☐

Statewide Promotional ☐

Open Competitive ☐

In accordance with the Rules for Personnel Administration, I certify that I have considered the following and it is in the best interest of the agency to expand the recruitment/eligible list to allow other groups to compete equally.

- The merit, fitness, efficiency, character, conduct and length of service of the employee, pursuant to NRS 284.295;
- The need to provide to all citizens a fair and equal opportunity for public service, pursuant to NRS 284.010;
- The composition of the work force in relation to the plan for affirmative action of the State of Nevada;
- The needs of the agency in accomplishing its objectives, pursuant to NRS 284.020; and
- The possibility of any loss in federal money or other sanctions that may be imposed.

 Signature of Appointing Authority

 Date